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Management Bulletin #10

Date: December 17, 2003

To: Owners/Management Agents

From: Sharon Livingston
Budget Supervisor

Re: Clarification of New Processing Guidelines Required to Claim Special Claims

The purpose of this memorandum is to clarify the special claims required documents and their contents. With the implementation of the HUD Handbook 4350.3 Rev-1 the requirements for filing a vacancy claim requires the submission of a reconditioning log. The log must include the following: move-out date, start and finish date of each process, date the unit was ready for occupancy and the date the unit was re-rented. Please revise your forms to include the dates required.

The documentation of the status of the waiting list and the outcome of applicant response is also required. This should include when the applicant was contacted, response of the applicant and status of the applicants move-in. If further assistance is need please refer to the HUD Handbook 4350.3 Rev-1, Chapter 4, Section 3 paragraphs 4-16 through 4-22. Please revise your forms to include the required information.

If the required documentation for either the reconditioning log or the status of the waiting list is missing or incomplete the special claim package will be returned and marked denied.

The move-out, move-in and unit transfers must exist in TRACS. Please view the TRACS information prior to submitting the special claim to help expedite the process.

This memo will be posted on our IFA website at www.ifahome.com

If you have any questions please call me at 515-242-0216.